



HEALTH SERVICES

PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Career Development Subcommittee



PY20 CP₂G Toolkit Best Practices

- Read the FY20 Official HS Category [CV Guidance](#) and [Instructions](#).
 - *Promotion boards can tell who did or did not follow the instructions.*
- Review the full [CP₂G Toolkit](#).
- The HS Category no longer requires the following documents*:
 - CV Summary or Cover Sheet
 - CE Training Summary Sheet

***Promotion Board will not review these documents**
- Avoid the Fluff!
 - *Focus on showing the impact of your efforts in layman terms.*
 - *Do not include daily uniform wearing or basic ready status.*
 - Utilize the [Writing for Impact](#) document
- Do not include thank you letters directed to the promotion board in your promotion package.